

***Lafayette County Human Services  
Board Meeting Minutes  
August 12, 2013***

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine was excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Duane M. Jorgenson, Corporation Counsel

**1. CALL TO ORDER**

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Sherry Crist, second by Leon Wolfe to approve the agenda as posted; carried.
- c. Motion by Sherry Crist, second by Richard Roelli to approve the minutes of the July 15, 2013 meeting as printed; carried.

**2. PUBLIC COMMENTS**

- a. No public comments were submitted.

**3. FISCAL REPORT**

- a. Russell Law Office Billing-Shane Schuhmacher reported LCHS received a bill from Attorney Nathan Russell's office for guardianship services their office provided and were sending the bill to LCHS for reimbursement. There was a venue change from Iowa County to Lafayette County on a guardianship and the referral went to Attorney Russell instead of Attorney Duane M. Jorgenson. Mr. Schuhmacher indicated that the situation is cost prohibitive.

Mr. Jorgenson stated it would be helpful if the County would designate what duties each County attorney is assigned. The attorneys for the County are Nathan Russell, Lance McNaughton and Duane M. Jorgenson. Mr. Hammer will take the above bill to the next Executive Meeting for discussion. In the meantime, Nicola Maurer from Finance will set up the check for payment to Attorney Russell and charge the appropriate department once this is figured out.

The results of this issue will be brought back to the Human Services Board for future clarification.

- b. Janet George reported a couple unusual payments for LCHS this month. There is a repayment of a duplicate receipt to ContinuUs (Formerly SFCA); a check for the Clinic and CSP Recertification

fees to Division of Quality Assurance; Orion had three high-cost in-home therapy individuals; and several Family Support payments totally nearly \$5,200.

- c. The balance of the state DHS and DCF allocations were released and LCHS received a large DHS payment of \$391,000 in July. To date, LCHS is an estimated \$249,000 under budget. This figure is an estimate as all the July postings have not been completed as of today by Finance due to budget work. Ms. George adjusted the statements for the State revenues that have been received via EFT, but other smaller revenues and allocated expenses such as postage and phones have not been posted. The Institutional Account is presently nearly \$78,000 under budget.
- d. Ms. George reported a couple of unusual payments for Aging this month. Kayser Ford was a repair earlier this spring on 580; it may be at least partially covered by warranty; the windshield in 580 was also repaired (Novus) and three repair tickets on 580 from Virtues.
- e. Ms. George stated the 85.21 funding was received in July which normalized Aging's fiscal picture. LCHS has received program payments through March; the April payment was deposited the first week in August. While Aging is still looking over budget; Ms. George reported LCHS has only received roughly 30% of the GWAAR funding; while already expensing nearly 60% of the anticipated costs for the year.

#### 4. APPROVAL OF EXPENDITURES

- a. Motion by Connie Hull, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

#### 5. PERSONNEL

- a. Affordable Care Act (ACA) Status Update Regarding Funds for Economic Support Position(s)-Mr. Schuhmacher stated LCHS needs to hire, equip and train new Economic Support staff in anticipation of increased caseloads with the advent of the ACA. Mr. Schuhmacher reminded the Board that the County Board of Supervisors approved the resolution to hire a new Economic Support worker.

Mr. Schuhmacher indicated according to the overview and funding summary of the Governor's budget issued by the Legislative Fiscal Bureau, the budget will provide \$43,795,200 (\$18,948,100 GPR and \$24,847,100 FED) in 2013-2014 and \$32,660,700 (\$16,830,000 GPR and \$15,830,700 FED) in 2014-2015 to fund projected increases in costs the administration expects DHS and local income maintenance agencies to incur as a result of implementing the federal Patient Protection and Affordable Care Act and in conjunction with the BadgerCare Plus eligibility changes in the bill, as well as to meet other federal requirements relating to eligibility for MA.

Mr. Schuhmacher reported LCHS should receive funding allocations from the State to afford the new ES staff worker.

Mr. Schuhmacher stated he is holding off on hiring a part-time clerical person to assist in the ES unit at this time as he wants to wait to see how the workload goes once the new ES worker starts.

- b. Workload Analysis-Mr. Schuhmacher presented with a workload analysis for each unit in LCHS. Mr. Schuhmacher stated an area of concern is in the ADRC unit. Currently, one of the Information and Assistance workers has been doing a lot of guardianship/protective placement work and this is contrary to the ADRC contract. Mr. Schuhmacher has figured costs into the 2014 budget for a new position to handle guardianship/protective placements.

Mr. Schuhmacher received a request from Kate Chambers, ES Manager, for wage increases for the current ES Staff; \$1.20/hour for the general workers and \$1.67/hour for the lead worker. These wage increases have been included in the 2014 budget.

6. **2014 LAFAYETTE COUNTY HUMAN SERVICES BUDGET**-Mr. Schuhmacher presented the worksheet for the proposed 2014 Lafayette County Human Services' Budget to gather feedback from the committee. The agency was instructed by Finance to prepare a budget with 0% increase in levy; with the exception of wages. Wages were to be figured at a 2% increase on 1-1-2014. This percentage is not a guarantee, but a starting place for budget purposes.

Mr. Schuhmacher included in the 2014 budget the proposed new Adult Protective Services position and the wage increase for the Economic Support Staff as mentioned above.

Mr. Schuhmacher stated this was not the final draft of the proposed budget and another meeting will need to be scheduled to approve the budget.

7. **2014 AGING BUDGET**-Mr. Schuhmacher presented the worksheet for the proposed 2014 Aging Budget to gather feedback from the committee. He is proposing to decrease the Home Chore Program to a half-time position. This is due to the elimination of the Rep Payee clients that this worker is currently working with; but these clients have no other affiliation with LCHS; therefore, these clients will be referred elsewhere for Rep Payee services.

8. **DIRECTOR'S COMMENTS**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of June 24, 2013 to August 4, 2013 for LCHS was 39.38 hours and the total overtime hours was 11.00 hours. Note: this is for three pay periods.
- b. Resource Coordinator Position Update-Nicole Kaiser has been hired as the new Resource Coordinator; she will start on August 14<sup>th</sup>.
- c. Economic Support Specialist Position Update-Shelly Ray has been hired as the new Economic Support Specialist; she will start on September 9<sup>th</sup>. Ms. Ray comes from Green County and is an ES Worker there; therefore, she will require little training for this position.

- d. DHS Management Review for Economic Support-Mr. Schuhmacher stated that LCCHS was secretly approached by the State (secret shoppers). They presented as clients with various needs. Mr. Schuhmacher stated the staff involved in the situations was commended by the State as handling themselves with expertise and knowledge by providing appropriate and accurate information.

9. **ADJOURN**

- a. The next meeting was set for **Tuesday, August 20, 2013 at 4:30 p.m.** to discuss the 2014 budgets.
- b. The regular board meeting was set for **Thursday, September 12, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- c. The meeting was adjourned by Chair David Hammer at 8:15 p.m.

Reviewed by

  
Shane Schuhmacher, Director

9/12/13  
Date

Brandee Blaine

  
David Hammer

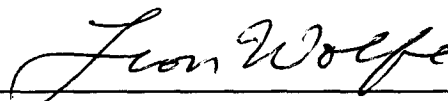
Sherry Crist

  
Gerald Heimann

  
Connie Hull

  
Richard Roelli

Jack Sauer

  
Leon Wolfe